



## VOLUNTEER ROLES AT EITM23

**Pre-Event: May 10, 2023 (evening) • Westin Ottawa Hotel**

**Event Day: May 11, 2023 • Westin Ottawa Hotel**

Volunteer Team	Type of Work	Main Responsibility	Skills Required
<b>#1 - Logistics</b>	Light physical labour & event prep	Event set-up and tear down (load in/out, set up signage, organize office, unpack/pack boxes, and inventory supplies, working behind the scenes to prep for the event before guests arrive and wrap-up the event at the end).	Ability to do light physical labour (lifting 20 lbs); organized, efficient, willing to pitch in, able to do a lot of standing, bending, and walking during the assigned shift.
<b>#2 - Guest Services</b>	Customer Service while standing / walking & chatting with guests	Guiding guests to their seats, ensuring guests with disabilities have all needs met, checking-in guests upon arrival, answering questions from guests throughout the evening and ensuring all health and safety protocols are followed and implemented.	Friendly, helpful demeanour; outgoing personality; professional and patient; ability to read an event seating plan. This role includes a lot of standing and moving around the venue.
<b>#3 – Raffle (Sea Creature Sweepstakes)</b>	Customer Service while standing / walking and sales	Set-up the raffle displays; promote and advertise the sweepstakes during the event; approach guests to buy raffle tickets and collect payments using a tablet and point-of-sale technology; assist with distributing prizes to the winners.	Friendly, helpful demeanour; outgoing personality; professional and experienced in handling payments and point-of-sale technology. This role includes a lot of standing and moving around the venue.
<b>#4 - Silent Auction / Live Auction</b>	Light physical labour Customer Service while standing / walking	Assist with setting up the silent auction displays & live auction display area, provide guests with information on how to bid on silent/live auction items; troubleshoot issues with the mobile app used for silent auction bidding, monitor the auction displays and organize items for pick-up at the end of the night; pack-up any unclaimed auction items.	Friendly, helpful demeanour; outgoing personality; professional and good with technology; creative abilities to make auction displays look nice and tie in with the event theme. This role includes standing and moving around the venue.

**APPLY TO VOLUNTEER [HERE](#)**